




Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

SEP 27 2024

NOTICE OF MEETING
September 25, 2024

TO : KARINA E. MEDINA – Division Accountant
ARIANNE MAE B. RAMIREZ – Administrative Officer II
MARIDETH M. NAVIA – Administrative Assistant III
LOLITA D. CORPUZ – OIC-Senior Bookkeeper – MNHS
VINCENT P. SALARDA – Administrative Asst. II - MNHS
JOSEFINA D. JIMENEZ – Senior Bookkeeper - PEDHS
LORENA G. HERNANDEZ – Administrative Asst. II - MBHS

FROM : 
VIOLETA M. GONZALES CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

DATE/TIME : October 3, 2024, Thursday
8:30 AM – 5:00 PM

VENUE : Muntinlupa Business High School

AGENDA : 1. Consolidation of Third Quarter 2024 Financial Statements
2. Preparation of Schedules
3. Preparation of Financial Accountability Reports
4. Other Matters

110

NOM-2024-110



Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa City
8805-9935, 8805-9940
sdo.muntinlupa@gmail.com
deped-muntinlupa.com



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

September 24, 2024

VIOLETA M. GONZALES CESO VI

Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

Dear Ma'am Gonzales,

Greetings of peace!

I would like to request for your approval to conduct a 1-day meeting with the three (3) Implementing Units' Finance Personnel (Senior Bookkeepers and Administrative Assistant II) on October 3, 2024, Thursday at Muntinlupa Business HS, together with Ms. Arianne Mae B. Ramirez - Administrative Officer II and Ms. Marideth M. Navia - Administrative Assistant III of the Accounting Unit.

Our meeting will focus on the consolidation of Financial Statements as of Quarter Ending September 30, 2024 and the preparation of related schedules and Financial Accountability Reports due for submission to COA and DBM.

We hope for a favorable response on our request. Thank you.

Very truly yours,


KARINA E. MEDINA
Accountant III



APPROVED



DISAPPROVED


VIOLETA M. GONZALES CESO VI

Assistant Schools Division Superintendent
Officer-In-Charge

D-2024-7627



Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa City
8805-9935, 8805-9940
sdo.muntinlupa@gmail.com
deped-muntinlupa.com

09 24 15K